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HARYANA GOVERNMENT
INDUSTRIES AND COMMERCE DEPARTMENT

Notification

The 10th November, 2018

No. 26/13/2018-4IB1.— The Governor of Haryana is pleased to notify establishment of Haryana CSR Advisory Board under the administrative control of Industries & Commerce Department to amalgamate, co-ordinate and implement various social initiatives spread over the State for optimum utilization of CSR funds.

Preamble

Under Section 135 of the Companies Act, 2013, every company with a net worth of INR 500 crore or more, or a turnover of INR 1,000 crore or more, or a net profit of INR 5 crore in a given fiscal year, is encouraged to spend 2% of average net profits of immediately preceding one year on specified CSR, as mentioned in Schedule VII of the Act. The CSR initiative provides a unique opportunity to streamline all public welfare activities undertaken by various companies. The Government of Haryana realizes the vast potential of the CSR initiative in bringing out sustainable social & economic development.

The CSR Advisory Board aims to play the role of aggregating various social initiatives spread all over the State. The CSR Advisory Board shall endeavor to facilitate and support CSR investments of companies/organizations through indirect and direct interventions. The available funding shall be used for the betterment of society through public welfare activities.

Resolution

Haryana CSR Advisory Board shall aim to encourage collaboration between CSR stakeholders in businesses, government and civil society to create and improve the public infrastructure for the welfare of citizens.

Haryana CSR Advisory Board

Haryana Corporate Social Responsibility (CSR) Advisory Board is constituted for providing guidance and advice to Haryana CSR Executive Committee and reviewing the CSR activities in the State. Constitution of Haryana CSR Advisory Board shall be as follows:

Sr. No.	Particulars	Status
1	Hon'ble Chief Minister	Chairman
2	Hon'ble Finance Minister	Member
3	Hon'ble Industries Minister	Member
4	Chief Secretary	Member
5	Principal Secretary to Chief Minister	Member

6	Administrative Secretary, Industries and Commerce	Member Secretary
7	Representative, CII, Haryana Chapter	Member
8	Representative, PHDCII, Haryana Chapter	Member
9	Representative, Laghu Udyog Bharti	Member
10	Managing Director, Maruti Suzuki India Ltd.	Member
11	Chairman/ Managing Director, Hero Honda Motors Ltd.	Member
12	Executive Director, Panipat Refinery, IOCL Ltd.	Member
13	Chairman/ Managing Director, ISGEC, Yamunanagar	Member

(i) Haryana CSR Advisory Board shall meet once in a year at Headquarters or at such interval or at such other place, as the Chairman may specify from time to time to transact its business. Quorum of minimum three members would be required to convene a meeting.

(ii) Haryana CSR Advisory Board may co-opt any other member, if so required, for proper and effective discharge of its functions. The Haryana CSR Advisory Board may invite the concerned Administrative Secretary or any other officer of such Department or any other person as a special invitee to discuss and finalize any specific proposal or issue.

Role of the Haryana CSR Advisory Board

Haryana CSR Advisory Board shall be the Apex body for all matters relating to Haryana CSR Advisory Board and shall perform the following functions: -

- (i) Frame the guidelines and procedures for conduct of its business and allocating functions to Haryana CSR Executive Committee;
- (ii) Create, sanction, abolish and re-designate the posts in Haryana CSR Executive Committee;
- (iii) Monitor, supervise and review the functioning of Haryana CSR Executive Committee;
- (iv) Ratify the annual budget, accounts and reports including audit reports of Haryana CSR Executive Committee; and
- (v) Adopt such procedure for transaction of its business.

While reviewing the CSR activities undertaken in the State, Haryana CSR Advisory Board will provide necessary direction, guidance and advice to Haryana CSR Executive Committee for taking up of appropriate CSR Projects in the State.

Haryana CSR Executive Committee

The Haryana CSR Executive Committee shall comprise of the following members:

Sr. No.	Designation	Status
1	Chief Secretary to Government of Haryana	Chairman
2	Administrative Secretary, Finance Department	Member
3	Administrative Secretary, Industries & Commerce Department	Member-cum-CEO
4	Member from industry association- PHD	Member
5	Member from industry association- CII	Member
6	Director of Industries & Commerce	Member Secretary-cum-Additional CEO

Haryana CSR Executive Committee shall be responsible for policy formulation, monitoring and evaluation of the CSR activities under the Haryana CSR Advisory Board. The Haryana CSR Executive Committee shall provide Secretarial support to the Haryana CSR Advisory Board and create frame work to support and channelize the corporate efforts, prepare dedicated online portal for registration and to support end-to-end CSR activities as well as to facilitate and support CSR investments of companies/organizations through indirect and direct interventions. The available funding shall be used for the betterment of society through public welfare activities.

Haryana CSR Executive Committee shall meet once in a year at Headquarters or at such interval or at such other place, as the Chairman may specify from time to time to transact its business. Quorum of minimum three members would be required to convene a meeting.

Haryana CSR Executive Committee may co-opt any other member, if so required, for proper and effective discharge of its functions. The Haryana CSR Executive Committee may invite the concerned Administrative Secretary or any other officer of such Department or any other person as a special invitee to discuss and finalize any specific proposal or issue.

The Haryana CSR Advisory Board shall be located in HEPC Office at Panchkula and HEPC shall provide secretarial support.

- (i) The Administrative Secretary, Industries & Commerce Department shall be the ex-officio Chief Executive Officer (CEO) of the Haryana CSR Executive Committee.
- (ii) The Director, Industries & Commerce Department shall be the ex-officio Additional Chief Executive Officer (Addl. CEO) of the Haryana CSR Executive Committee.
- (iii) The CEO shall have a designated personal staff and a team of professionals on full time/part time basis.
- (iv) 2% of the CSR fund collected by the Haryana CSR Advisory Board will be utilized for the administrative expenses of the Haryana CSR Advisory Board.

Role of Haryana CSR Executive Committee shall include:

- (i) Drafting CSR Policy to create framework to support the corporate efforts and channelize their resources at the point of highest need and ensure proper utilization to create sustainable change in line with Government plans and laying down transparent and defined roadmap for Government support for CSR projects;
- (ii) Work along with various departments to identify the key areas/ sectors those can be offered for CSR;
- (iii) Identify projects in focused sectors such as public health / hygiene, primary education, primary health, access to clean drinking water etc. for allocation of funds from CSR fund;
- (iv) Approve any CSR projects beyond Rs. 10 crore investment in case of pooling of Government funds;
- (v) Projects with investment upto Rs. 10 crore will be approved by the Administrative Secretary, Industries and Commerce department, in case of pooling of Government funds.
- (vi) All the Administrative powers in respect of the staff working in the Haryana CSR Advisory Board shall vest in CEO-cum-Administrative Secretary, Industries & Commerce Department and these may be delegated to the appropriate Officer deputed in the Board.
- (vii) Recommend creation, sanctioning, abolition and re-designation of the posts in the Haryana CSR Executive Committee to Haryana CSR Advisory Board;
- (viii) Provide approval on allocation of funds from the CSR fund for implementation of proposed projects;
- (ix) Approve the annual budget, accounts and reports including audit reports of the Haryana CSR Executive Committee; and
- (x) Monitoring and evaluating the progress of ongoing CSR activities to make sure envisaged outcomes are achieved.

Functions of the Haryana CSR Executive Committee:

The Haryana CSR Executive Committee shall perform following functions:

- (i) Preparation of a dedicated online portal for proper information dissemination and to formulate and implement an end-to-end, easy to use online registration process and facilitating online funding to CSR fund by corporate.
- (ii) Market demand assessment by interacting with the rural and urban marginalized communities such as heads of Gram Panchayats and also local community. Demand assessment would focus on both social as well as infrastructural aspects of the target area and population.
- (iii) Develop detailed project reports with budgetary cost estimates to execute the project along with cost of the individual projects;
- (iv) Preparation of Project profiling, briefs, preparation of shelf of projects as per the most urgent needs to local community along with unit costs of individual projects.
- (v) Project mapping: Once the market demand has been assessed and project profiling is done, the next activity would be to focus on the industries willing to finance the projects by:
 - a. Inviting corporate bodies to participate in department specific CSR programs across the state;
 - b. Making Industries aware of market demand;
 - c. Publishing CSR Booklet depicting various aspects related to CSR in the department;
 - d. Arranging workshops, conferences with the corporate bodies for kick starting CSR aligned activities in the state;
 - e. Presentation of shelf of projects as made in demand assessment;
 - f. Buy in from Industries to fund the projects;
- (vi) Implementation of Projects: To implement various CSR projects of state importance through credible implementing agencies in that area.

- (vii) Preparation of dedicated Communication strategy including a social media campaign for ensuring proper information dissemination.
- (viii) Management of Funds: The CSR Advisory Board will track and monitor the physical as well as financial progress of each project. Financial project monitoring will include detailed mapping of funds utilization and project accounting with the provision of Utilization Certificate (UC). Detailed financial and physical project Progress Reports will be circulated to all CSR stakeholders for each project.
- (ix) To facilitate any other assistance directly or indirectly for activities which seek to promote CSR practices.
- (x) Streamline the process of CSR contribution by the Corporate sector in the State;
- (xi) Publicize about Haryana CSR Advisory Board, post notification, with leading industrial houses in the state and further ensuring registration of corporate with the Haryana CSR Executive Committee;

Additionally:

- a. Creation of Publicity material depicting various aspects related to CSR in the State;
- b. Inviting corporate bodies to participate in State and Department specific CSR programs across the state;
- c. Arranging workshops with the corporate bodies for kick starting CSR aligned activities in the state;
- d. Facilitation of CSR events across the State and felicitate the CSR companies for their contribution towards CSR activities;
- e. To bring onboard agencies like FICCI, CII, PHDCCI, NASSCOM etc. to gain industry support;
- f. Evaluation of DPRs for specific projects and making them available to corporate firms as ready to take-on CSR projects; and
- g. Make project proposals to seek response from corporate.

Financial powers to make expenditure shall be as under:

- (a) Haryana CSR Executive Committee level - full power;
- (b) Chief Executive Officer level – Upto Rs.1 crore;
- (c) Additional Chief Executive Officer level - Upto Rs.50 lakh;

The CEO may delegate Financial and Administrative powers to the Officer In-Charge in Haryana CSR Executive Committee.

Staff under Haryana CSR Executive Committee:

The Haryana CSR Executive Committee shall serve as Secretariat to Haryana CSR Advisory Board for purposes of coordination with all stakeholders, maintenance of the CSR portal etc. Further, a person having Company Secretary qualification would be appointed in CSR Cell to support the CSR Advisory Board. To carry out its day to day functioning, following staff may be recruited in CSR Cell which may work under Haryana Enterprises Promotion Centre (HEPC):

Sr. No.	Name of Post	Nature of Employment	Number of Posts
1.	CSR Company Secretary	On contract through outsourcing	01
2.	CSR Facilitation Officer	-do-	01
3.	Programmer	-do-	01
4.	Relationship Executives	-do-	02
5.	Data Entry Operators	-do-	02
6.	Peons	-do-	02

Qualifications, salaries and allowances of the above posts shall be decided by the Haryana CSR Executive Committee. Salary, allowances and other expenditure shall be initially met from the budget of the Industries & Commerce Department under the HEPC head till the availability of funds through CSR activities by the Haryana CSR Executive Committee.

DEVENDER SINGH,
Additional Chief Secretary to Government of Haryana,
Industries and Commerce Department.